



AGENCY MEETING

May 06, 2025

8000 S Redwood Road,
3rd Floor
West Jordan, UT 84088

[PARTICIPATE IN MEETING](#)

[VIEW THE MEETING](#)

Welcome to the Municipal Building Authority meeting!

While the Board encourages in-person attendance, you may attend virtually by using the links in the top right corner:

- To provide public comment, click "**Participate in Meeting**" (registration required)
- To observe the meeting, click "**View the Meeting**"

WEST JORDAN PUBLIC MEETING RULES

To view meeting materials for any agenda item, click the item title to expand it, then select the view icon to access attachments, or visit <https://westjordan.primegov.com/public/portal>

MUNICIPAL BUILDING AUTHORITY 6:10 pm (or as soon thereafter as possible)

1. CALL TO ORDER

2. PUBLIC HEARINGS

- a. MBA Resolution No. 116 adopting the Annual Budget for the Municipal Building Authority of the City of West Jordan for Fiscal Year 2026.

3. CONSENT ITEMS

- a. Approve Meeting Minutes
 - April 22, 2025 – Municipal Building Authority Meeting

4. ADJOURN

- a. Please note at the conclusion of this meeting, the Board will convene in its Redevelopment Agency meeting.

CERTIFICATE OF POSTING

I certify that the foregoing agenda was posted at the principal office of the public body, on the Utah Public Notice website <https://www.utah.gov/pmn/>, on West Jordan City's website <https://westjordan.primegov.com/public/portal>, and notification was sent to the Salt Lake Tribune, Deseret News, and West Jordan Journal.

Posted and dated May 1, 2025 Cindy M. Quick, MMC, Secretary

REQUEST FOR BOARD ACTION

Action: Need Board to take action

Meeting Date Requested : 05/06/2025

Presenter: Becky Condie, Budget & Management Analyst

Deadline of item : 06/30/2025

Department Sponsor: Admin. Services

Agenda Type: PUBLIC HEARINGS

Time Requested: 5 Minutes

(Board may elect to provide more or less time)

1. AGENDA SUBJECT

MBA Resolution No. 116 adopting the Annual Budget for the Municipal Building Authority of the City of West Jordan for Fiscal Year 2026.

2. EXECUTIVE SUMMARY

The purpose of this item is to hold a public hearing and receive public comments prior to the adoption of the annual budget. Following the public hearing, the Board will consider the adoption of the annual budget.

3. TIME SENSITIVITY / URGENCY

The Board is required by Utah State Code [17B-1-614](#) to adopt a budget prior to the beginning of the fiscal year.

4. FISCAL NOTE

Total budget: \$1,852,900

5. ADMINISTRATIVE STAFF ANALYSIS

Staff recommends approving MBA Resolution No. 116 adopting the Annual Budget for the Municipal Building Authority of the City of West Jordan for Fiscal Year 2026.

Legal References:

Per Utah State Code §17D-1-106(1)(d), “A special service district is, to the same extent as if it were a local district, subject to and governed by: . . . (d) Title 17B, Chapter 1, Part 6, Fiscal Procedures for Local Districts; [and] (e) Title 17B, Chapter 1, Part 7, Local District Budgets and Audit Reports.”

Per Utah State Code §[17B-1-607\(1\)](#), “On or before the first regularly scheduled meeting of the board of trustees in . . . May for a fiscal year entity, the budget officer of each local district [or special service district] shall prepare for the ensuing year, in a format prescribed by the state auditor, and file with the board of trustees a tentative budget for each fund for which a budget is required.

Per Utah State Code §[17B-1-607\(4\)](#), “The board of trustees shall review, consider, and tentatively adopt the tentative budget in any regular meeting or special meeting called for that purpose and may amend or revise the tentative budget in any manner that the board considers advisable prior to public hearings . . .”

Per Utah State Code §[17B-1-609\(1\)](#), “At the meeting at which the tentative budget is adopted, the board of trustees shall: (a) establish the time and place of a public hearing to consider its adoption; and (b) except as provided in Subsection 6 [mailing notice of hearing to individual residents], order that notice of the hearing (i) be posted in three public places within the district and (ii) be published at least seven days before the hearing on the Utah Public Notice Website created in Section 63A-16-601.

Per Utah State Code §[17B-1-610](#), “At the time and place advertised . . . the board of trustees shall: (1) hold a public hearing on the budgets tentatively adopted; and (2) give all interested persons in attendance an opportunity to be heard on the estimates of revenues and expenditures or any item in the tentative budget of any fund.

Per Utah State Code §[17B-1-611](#), after the public hearing, the Board has continuing jurisdiction and 1) may do the following: (a) continue to review the tentative budget; (b) insert any new items; or (c) increase or decrease items of expenditure that were the proper subject of consideration at the public hearing. The Board may not decrease the amount appropriated for debt retirement and interest or reduction of any existing deficits. The Board shall increase or decrease the total anticipated revenue to equal the net change in proposed expenditures in the budget of each fund.

Per Utah State Code §[17B-1-614](#), the Board is to adopt, by resolution, a budget for the ensuing fiscal year for each fund for which a budget is required.

6. EXECUTIVE DIRECTOR RECOMMENDATION

n/a

7. COUNCIL OFFICE ANALYSIS

There are typically two steps in the budget process regarding required involvement from the MBA Board, as explained above in [Utah State Code 17B-1](#). This item is “Step 2”.

- Step 1 – Via resolution, adopt the tentative budget and establish a date for a Public Hearing and adoption of the final budget.
 - [Adopted via Resolution No. 115 in the April 22, 2025 meeting.](#)
- Step 2 – Hold a Public Hearing for and adopt the final budget via resolution.

8. POSSIBLE BOARD ACTION

The Board may choose to take one of the following actions:

1. Adopt the proposed annual budget;
2. Not Adopt the proposed annual budget;

9. ATTACHMENT(S)

MBA Resolution No. 116 Adopting the Annual Budget FY26

MBA FY26 Annual Budget

10. OTHER INFORMATION

The Municipal Building Authority is subject to the requirements of Utah State Code Title 17D-2.

Title 17D-2-108(3) states, “A local building authority is, to the same extent as if it were a special district, subject to and governed by: (1) Title 17B, Chapter 1, Part 6, Fiscal Procedures for Special Districts.” This section of code outlines the required budget process.

1 MUNICIPAL BUILDING AUTHORITY OF THE CITY OF WEST JORDAN
2
3

4 **RESOLUTION NO. 116**
5

6 **A RESOLUTION ADOPTING THE FINAL BUDGET FOR THE**
7 **MUNICIPAL BUILDING AUTHORITY OF THE CITY OF WEST**
8 **JORDAN FOR FISCAL YEAR 2026.**
9

10 WHEREAS, Section 17B-1-614 of Utah Code, as amended, requires adoption of final
11 budgets before June 30th of each year, except as provided in Sections 59-2-919 through 59-2-
12 923; and
13

14 WHEREAS, the tentative budget accepted and adopted by the Board for the Municipal
15 Building Authority of the City of West Jordan has been open for public inspection since April
16 22, 2025 as required by law; and
17

18 WHEREAS, proper notice of the public hearing for the consideration of the adoption of
19 the final budget was published according to the requirements in Section 17B-1-609 of the Utah
20 State Code Annotated; and
21

22 WHEREAS, said public hearing was held on May 6, 2025, and public comment was
23 received; and
24

25 WHEREAS, after considering input from the public, the Board for the Municipal
26 Building Authority of the City of West Jordan desires to adopt its final budget for fiscal year
27 2026.
28

29 NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE MUNICIPAL
30 BUILDING AUTHORITY OF THE CITY OF WEST JORDAN:
31

32 *Section 1.* The Board hereby adopts the final budget for the Municipal Building
33 Authority of the City of West Jordan for the fiscal year 2026 for the amounts listed in section 2,
34 plus any changes agreed upon at this evening's meeting.
35

36 *Section 2.* The budget for the Municipal Building Authority Fund described above
37 shows balanced revenues and expenditures in the following total amounts:
38

39 Municipal Building Authority of the City of West Jordan \$ 1,852,900
40

41 *Section 3.* This Resolution shall take effect immediately upon adoption.
42
43
44

ADOPTED by the Board of the Municipal Building Authority of the City of West Jordan this 6th day of May, 2025.

BOARD OF THE MUNICIPAL BUILDING
AUTHORITY OF THE CITY OF WEST JORDAN

Chad Lamb
Chairperson

57 ATTEST:

Cindy M. Quick, MMC
Council Office Clerk

Voting by the Board

"YES" "NO"

Board Chairperson Chad Lamb

□ □

Board Vice Chairperson Kayleen Whitelock

□

Board Member Kelvin Green

□ □

Board Member Pamela Bloom

□ □

Board Member Zach Jacob

□ □

Board Member Kent Shelton

□ □

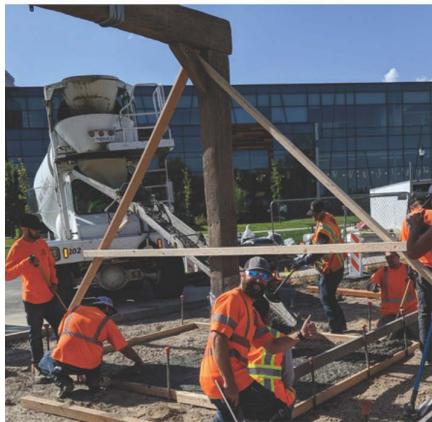
Board Member Bob Bedore

□

ANNUAL BUDGET

FY 2026

**FOR FISCAL YEAR ENDING
JUNE 30, 2026**



MUNICIPAL BUILDING AUTHORITY





FISCAL YEAR

Municipal Building Authority

2026 Annual Budget

BOARD MEMBERS

Board Chair, District 1	Chad Lamb
Board Vice-Chair, At-Large	Kayleen Whitelock
Board Member, At-Large	Kelvin Green
Board Member, At-Large	Pamela Bloom
Board Member, District 2	Bob Bedore
Board Member, District 3	Zach Jacob
Board Member, District 4	Kent Shelton

ADMINISTRATION

Executive Director	Mayor Dirk Burton
Chief Administrative Officer	Korban Lee
Assistant Chief Administrative Officer	Paul Jerome

BUDGET COMMITTEE

Mayor	Dirk Burton
Chief Administrative Officer	Korban Lee
Assistant Chief Administrative Officer	Paul Jerome
Administrative Services Director	Danyce Steck
Budget & Management Analyst	Becky Condie
City Attorney	Josh Chandler
Public Services Director	Cory Fralick
Human Resources Manager	Derek Orth

MUNICIPAL BUILDING AUTHORITY

FUND DESCRIPTION & PURPOSE

The purposes for which the Municipal Building Authority was founded and incorporated are to acquire, improve, or extend one or more projects and to finance their costs on behalf of the City of West Jordan, in accordance with the procedures and subject to the limitations of the Utah Municipal Building Authority Act (Utah Code Annotated) in order to accomplish the purposes for which the City exists.

GOVERNING BOARD

The Authority is managed by a Governing Board of seven trustees consisting of the members of the West Jordan City Council. Meetings are held at such times and places as needed, with an annual meeting held for the purpose of electing trustees and officers.

DEBT SERVICE SCHEDULE

Series 2016 Lease Revenue Bond

	Principal	Interest	Trustee	TOTAL
FY 2026	980,000	869,850	3,050	1,852,900
FY 2027	1,030,000	819,600	3,050	1,852,650
FY 2028	1,085,000	766,725	3,050	1,854,775
FY 2029	1,140,000	711,100	3,050	1,854,150
FY 2030	1,200,000	652,600	3,050	1,855,650
FY 2031 - 2035	6,980,000	2,275,500	15,250	9,270,750
FY 2036 - 2039	6,840,000	560,800	12,200	7,413,000

LEASE PAYMENT SCHEDULE BY FUND

	General Fund	Water Fund	Sewer Fund	Solid Waste Fund
	48%	13%	16%	7%
FY 2026	889,392	240,877	296,464	129,703
FY 2027	889,272	240,845	296,424	129,686
FY 2028	890,292	241,121	296,764	129,834
FY 2029	889,992	241,040	296,664	129,791
FY 2030	890,712	241,235	296,904	129,896
FY 2031 - 2035	4,449,960	1,205,198	1,483,320	648,953
FY 2036 - 2039	3,558,240	963,690	1,186,080	518,910
	Storm Water Fund		Streetlight Fund	
	14%		2%	
FY 2026	259,406		37,058	
FY 2027	259,371		37,053	
FY 2028	259,669		37,096	
FY 2029	259,581		37,083	
FY 2030	259,791		37,113	
FY 2031 - 2035	1,297,905		185,415	
FY 2036 - 2039	1,037,820		148,260	

MUNICIPAL BUILDING AUTHORITY

BUDGET & FINANCIAL HISTORY

		Prior Year Actual FY 2024	Adopted Budget FY 2025	Estimated Actual FY 2025	Annual Budget FY 2026	FY26 to FY25 Budget
Revenue						
1 420-362201	Public Works Building Lease	\$ 1,849,476	\$ 1,850,650	\$ 1,848,876	\$ 1,852,900	
2 420-361000	Interest Earnings	86,128	-	80,000	-	
3		1,935,604	1,850,650	1,928,876	1,852,900	0%
Expenditures						
4 420-481000	Principal	(885,000)	(930,000)	(930,000)	(980,000)	
5 420-482000	Interest- Ltd	(962,975)	(917,600)	(917,600)	(869,850)	
6 420-483000	Agents Fee	(2,635)	(3,050)	(3,050)	(3,050)	
7		(1,850,610)	(1,850,650)	(1,850,650)	(1,852,900)	0%
8 Contribution (Use) of Fund Balance		\$ 84,994	\$ -	\$ 78,226	\$ -	
9 Beginning Balance		\$ 1,774,295	\$ 1,859,289	\$ 1,859,289	\$ 1,937,515	
Net change		84,994	-	78,226	-	
10 Ending Balance		\$ 1,859,289	\$ 1,859,289	\$ 1,937,515	\$ 1,937,515	

ADDITIONAL DETAILS

Expenditures						
11 420-481000	Principal	980,000	Series 2016 bond principal payment			
12 420-482000	Interest- Ltd	869,850	Series 2016 bond interest payment			
13 420-483000	Agents Fee	1,650	Trustee fee			
14		1,375	Continuing disclosure services			
15		25	State corporation annual registration fee			

1. CALL TO ORDER

BOARD: Chairperson Chad Lamb, Vice Chairperson Kayleen Whitelock, Bob Bedore, Kelvin Green, Zach Jacob, Kent Shelton

STAFF: Council Office Director Alan Anderson, Senior Assistant City Attorney Patrick Boice, Mayor Dirk Burton, City Attorney Josh Chandler, Budget & Management Analyst Becky Condie, Utilities Manager Greg Davenport, Economic Development Director David Dobbins, Policy Analyst & Public Liaison Warren Hallmark, Assistant City Administrator Paul Jerome, City Administrator Korban Lee, Council Office Clerk Cindy Quick, Administrative Services Director Danyce Steck

ABSENT: Board Member Pamela Bloom

Chairperson Lamb called the meeting to order at 8:25 pm and noted that Board Member Bloom was excused.

2. BUSINESS ITEMS

a. Resolution No. 115 adopting the Tentative Budget for the Municipal Building Authority of the City of West Jordan for Fiscal Year 2026 and setting May 6, 2025, as the date for a public hearing regarding the adoption of the final budget.

Budget & Management Analyst Becky Condie introduced the item explaining that the Municipal Building Authority was formed to acquire projects on behalf of the City with the Council serving as its board. The proposed Tentative budget includes the debt service payments for the bond established to pay for the Public Works Building. There is a fixed repayment schedule to collect lease payments from the general fund and the utility fund. For 2025, some interest earnings were received due to favorable interest rates. The reserve balance is expected to remain at \$1.9 million after the 2026 debt service payment of \$1,852,900. The bond is scheduled to be fully repaid in 2039.

Staff requested the board adopt the tentative budget and set May 6th for public hearing.

MOTION: Board Member Green moved to APPROVE Resolution No. 115 adopting the Tentative Budget for the Municipal Building Authority of the City of West Jordan for Fiscal Year 2026 and setting May 6, 2025, as the date for a public hearing regarding the adoption of the final budget.

Board Member Whitelock seconded the motion.

The vote was recorded as follows:

YES: Kelvin Green, Zach Jacob, Kayleen Whitelock, Bob Bedore, Chad Lamb, Kent Shelton

NO:
ABSENT: Pamela Bloom

The motion Pass 6-0.

3. CONSENT ITEMS

a. Approve Meeting Minutes

- *June 26, 2024 – Municipal Building Authority Meeting*

MOTION: Vice Chairperson Lamb moved to APPROVE the consent agenda as listed
Board Member Green seconded the motion.

The vote was recorded as follows:

YES: Kelvin Green, Zach Jacob, Kayleen Whitelock, Bob Bedore, Chad Lamb, Kent
Shelton

NO:

ABSENT: Pamela Bloom

The motion Pass 6-0.

4. ADJOURN

a. At the conclusion of the meeting, the Board convened in its Redevelopment Agency meeting.

Chairperson Lamb adjourned the meeting at 8:30 pm

I certify that the foregoing minutes represent an accurate summary of what occurred at the meeting held on April 22, 2025. This document constitutes the official minutes for the City of West Jordan Municipal Building Authority meeting.

Cindy M. Quick, MMC
Secretary

Approved this day of 2025